

# ASSESSMENT REGULATIONS

## 1. Coursework and Final Examination

### 1.1. Allocation of Marks between **Coursework** and **Final Examination**

- 1.1.1. The grade shall be based on performance in coursework and examination, or coursework only without any final examination or vice-versa, for a course approved by Senate to be assessed in that manner.
- 1.1.2. The final examination and the work assessed during the academic term shall each constitute not less than 40% and not more than 60% of the final grade, unless otherwise specified in the programme requirements.
- 1.1.3. Assessments criteria for the five schools are based on the following:
  - 1.1.3.1. SOST - For the courses with an examination component, a student must achieve a minimum of 40% in coursework and 40% on the final examination in order to pass the course. The student must attain a total of 50% (coursework and final examination) in order to pass the entire course.
  - 1.1.3.2. SOL: For all law courses with a final examination component including pre-degree and undergraduate courses, a student must achieve a minimum of 50% of the marks assigned to continuous assessment and a minimum of 50% of the marks assigned to the final examination to pass the course. Failure to meet the minimum for one or both components will result in failure of the entire course. If a student fails to achieve the minimum for one component but achieves a minimum of 40% of the total marks, the student will receive a fail grade of D even if the student obtained more than 49% of the total marks. For all pre-degree and 100-300 level undergraduate law courses, except for LAW300 (Law Project) and

LAW324 (Legal Drafting), continuous assessment constitutes 40% of the total marks and the final examination constitutes 60% of the total marks. For LAW300 and LAW324, continuous assessment constitutes 100% of the total marks. The minimum total pass mark for all courses is 50%, subject to any additional minimums required for courses with a final examination component.

- 1.1.1.1. CIS - A student must obtain a minimum of 50% to pass the course for 100 % full assessment courses. A student must pass the exam to pass the course for examinable courses. A minimum of 50% is needed to pass the course.
- 1.1.1.2. SOBE – In courses with a final examination component, a student must achieve a minimum of 40% on the final examination in order to pass the entire course.
- 1.1.1.3. UPSM & HS– In courses with an examination component, a student must achieve a minimum of 50% in coursework and 50% on the final examination in order to pass the entire course. Failure to achieve the minimum requirement for coursework will result in failure in the entire course.
- 1.1.1.4. SOHA – In a course with 60% coursework and 40% examination, a student must achieve a minimum of 24 out of 60% in coursework and 16 out of 40% on the final examination. The student must attain 50% total in order to pass the entire course. In a course with 50% coursework and 50% examination, a student must achieve a minimum of 20 out of 50% in coursework and 20 out of 50% on the final examination. The student must attain 50% total in order to pass the entire course. Failure to achieve the minimum requirement for coursework and the examination will result in failure in the entire course.

## **1.2. Deadline for the Submission of Student Coursework**

- 1.2.1. For marking, students must submit course requirements that are considered part of the continuous assessment process by the deadlines prescribed by the Course Coordinator. Students cannot submit these course requirements after the last day of lectures for that Academic Term.
- 1.2.2. This deadline also applies to courses that are assessed entirely by coursework.
- 1.2.3. Students cannot submit any coursework after the last day of lectures for that academic term, but may, in exceptional cases, be granted the extension by the Head of Department/Dean/Centre Director.

## **1.3. Minimum Requirement for Courses**

- 1.3.1. Students may be required to meet a specified minimum standard of performance and participation for continuous assessment and/or the final examination. This must be communicated to each student at the beginning of the course in the course outline.
- 1.3.2. A student who fails to attain the specified minimum standard of performance and participation mentioned in Clause 1.1.3 will be given a DNQ grade, notwithstanding the fact that that student may have total marks for the continuous assessment and final examination which are equal to or greater than the pass mark.
- 1.3.3. A student who fails to attain the specified minimum standard of performance and participation mentioned in the Course Outline shall not be considered for a Restricted Pass.
- 1.3.4. Attendance at laboratory classes (Science/CS/IT) is compulsory. Students are required to complete at least 80% of the practical requirements (including laboratory work) of a course to obtain a pass grade.
- 1.3.5. **Attendance in Tutorial and Participation**

- 1.3.5.1. To pass any course where tutorials are required, students must attend at least 85% of the tutorials to be eligible to pass the course.
- 1.3.5.2. Students with valid extenuating circumstances for noncompliance must receive written approval from the Dean/Director for exemption from this regulation or for additional work in lieu of.
- 1.3.5.3. This regulation normally applies to face-to-face students.
- 1.3.5.4. Attendance via skype or other distance mode tutorials and discussions are encouraged and monitored separately.

#### **1.4. Release of Coursework Marks**

- 1.4.1. Continuous assessment marks shall be released progressively to the students on Moodle. Final marks shall be made available to students at least one week before final exams so students can ensure the accuracy of the marks for each item and the total coursework mark.

### **2. Organisation of Exams**

- 2.1. The examinations conducted by the University shall comprise such written, oral and practical examinations as the examiners, with the approval of Senate, may determine. All examination papers shall be moderated.
- 2.2. The examinations shall be held at the places and times specified in the examination timetables published by the Office of the Registrar, provided that no examinations shall be held on public holidays and on Saturdays.
- 2.3. Examinations are to be conducted by the University in the presence of duly appointed invigilators and/or the University staff.
- 2.4. The examination scripts shall be marked by the examiners.
- 2.5. The final grade will consist of the exam mark and continuous coursework mark and shall be submitted to the Registrar, after the required approval of the Board of Studies (BOS) and the Senate.

### **3. Moderation of Examination Papers**

- 3.1. The examination paper will undergo the moderation process.

- 3.2. The Deans/Directors or their delegates will moderate the papers and processes to ensure that the questions are fair, set at an appropriate level and test the specific required learning outcomes of the course.
- 3.3. During this process, course coordinators are expected to produce the exam papers; course outline; detailed solutions for the questions; and detailed marking scheme.

#### **4. Examination of Differently-abled Students**

- 4.1. Students with a visual impairment and/or a very poor eyesight:
  - 4.1.1. Shall sit their examinations in rooms separate from other students, and
  - 4.1.2. Shall be allowed an additional 30 minutes of writing time for each one hour examination time, and
  - 4.1.3. May be provided assistance to complete parts of answer sheets that they cannot complete unassisted, such as multiple-choice questions.
- 4.2. For a student with any other type of physical impairment that may adversely affect his/her performance under ordinary examination conditions, examination procedures shall be determined by the Registrar, delegate, or nominee.

#### **5. Examination Procedure**

- 5.1. Candidates shall display their valid University identification cards (which should have their photographs) on their examination desks so supervisors can verify their identities when collecting attendance slips.
- 5.2. The examinations shall consist of written, oral and practical examinations that with the approval of the Senate, may be determined.
- 5.3. Candidates shall answer questions in the presence of a supervisor, who is appointed or approved by the Senate according to detailed instructions as may be furnished by the Senate.
- 5.4. No candidates shall communicate with an examiner regarding an examination except through the Chief Examination Supervisor.
- 5.5. Unless permitted by the Registrar, candidates may only be examined in a subject or part of a subject at the scheduled time in the timetable.

- 5.6. Candidates cannot enter an examination room later than one (1) hour after the beginning of the examination. They cannot leave the examination room until one (1) hour has elapsed from the beginning of the examination nor can they leave during the last 15 minutes of the examination.
- 5.7. Candidates are allowed to read their examination papers for a period of up to ten minutes before the examination commences but may not begin to write their answers until the Supervisor In-Charge announces that they may do so.
- 5.8. Candidates cannot bring any written or printed matter into the examination room except as authorised by the examiner, or where such written or printed material has been authorised for use in an approved open book examination.
- 5.9. An open book examination is an end-of-course examination where candidates are allowed, on the recommendation of the School/Centre and with prior approval of the Senate, to bring and use specified textbooks or other course materials in the examination room. Examples include unmarked Statutes or High Court Rules for JDPSoL. Senate approval shall normally be obtained before a course which is partly assessed by an open book examination, is taught.
- 5.10. While in an examination venue, candidates shall NOT possess any written or printed material, any electronic or computing device capable of storing materials, or any device, including cell phones, that is capable of transmitting, storing or receiving messages, unless authorised by the examiners.
- 5.11. A candidate who violates Clause 5.10 shall have such materials or devices confiscated by the Supervisor In-Charge for the duration of the examination, and be subject to other sanctions according to the Rules under Conduct in Examination Room.
- 5.12. Candidates cannot communicate with another student in the examination room.
- 5.13. No candidate shall be re-admitted to an examination room after they have left unless they have been under approved supervision during the full period of their absence.
- 5.14. Candidates cannot continue writing after the supervisor has announced the expiration of time. No additional time will be allowed, under any circumstances, for a candidate to

review his script, or make any amendment or addition to his script.

- 5.15. The scripts of candidates shall be retained by the Schools/Centre with the respective course coordinators for a period of 12 months from the last date on which the examinations were held.
- 5.16. Students shall obey all written examination instructions issued prior to or during an examination and shall immediately obey all verbal instructions of the examination Supervisor In-Charge.
- 5.17. Students cannot communicate with any other person (apart from an examination supervisor) in the examination room and cannot copy or attempt to copy another student's answers. A student who wishes to communicate with an examination supervisor shall raise their hand and shall communicate as quietly as possible.
- 5.18. Students cannot smoke or consume food or drink (other than water from a non-spill container) in the examination room.
- 5.19. After an examination, students cannot communicate with an examiner regarding an examination except through the Registrar, delegate, or nominee.
- 5.20. If an examination Supervisor In-Charge or other competent authority has reasonable grounds to believe a student has violated any of the Assessment Regulations or examination rules, disobeyed a lawful examination instruction, or has been suspected of other dishonest practice or misconduct regarding an examination, that student shall:
  - 5.20.1. be denied admission or re-admission to the examination room; and/or
  - 5.20.2. have any illicit material and/or devices confiscated by the exam supervisor for the duration of the examination; and
  - 5.20.3. have their partially-completed script confiscated; and/or
  - 5.20.4. be required, to accompany the examination Supervisor In-Charge to the office of the Registrar, delegate, or nominee; and
  - 5.20.5. be reported to the Vice-Chancellor, delegate, or nominee.

5.21.If an examination supervisor or competent authority has taken any of the actions in Clause 5.20, the alleged offender shall be dealt with by the Disputes and Adjudicating Committee.

## **6. Application for Aegrotat Pass, Compassionate Pass, or Special and Supplementary Examination**

6.1. Students who are prevented from sitting the final examination through no fault of their own, or believe that their performance in the final examination will be or was seriously impaired, may seek advice from their respective Schools before applying to the Registrar for consideration of an Aegrotat Pass, Compassionate Pass, or a special examination.

6.2. The application shall be made on the prescribed form, as soon as possible, and normally before the examination or no less than one week after the examination period. The application shall be supported by evidence required by University regulations.

### **6.3. Application for Aegrotat Pass**

6.3.1. Students who will be or were prevented by illness or injury from presenting themselves at the final examination, or who believe their performance in the examination will be or was seriously impaired by illness or injury, may apply for an Aegrotat Pass.

6.3.2. An Aegrotat Pass shall be given with the approval of the School Board of Studies under the following conditions:

6.3.2.1. that the student furnishes the Registrar with a medical certificate from a registered medical practitioner, along with the completed application for Aegrotat Pass form stating:

**6.3.2.1.1.** The nature of the illness or injury in sufficient detail and in a form suitable for submission in cases of doubt, to another medical referee;

**6.3.2.1.2.** The date that the medical practitioner examined the student; and

**6.3.2.1.3.** That in the medical practitioner's opinion the student was unable through illness or injury to sit the examination and/or that the student's performance in the



examination was likely seriously impaired by illness or injury, and that the student was not responsible for the illness or injury;

6.3.2.2. That the student achieved a coursework mark equivalent to a minimum grade of B; and

6.3.2.3. That the quality of any work that the student had completed in the affected examination, plus work in examinations not affected by illness or injury, be taken into account; and

6.3.2.4. The Senate may approve cases where a student's coursework mark is lower than a grade of B (as required in Clause 6.3.2.2) if recommended by the School Board of Studies.

6.3.2.5. In considering applications under this regulation, it is permissible to consider the effect of any illness or injury on the student's performance during the Academic Term.

#### **6.4. Application for Compassionate Pass**

6.4.1. Students who will be or were prevented from sitting the final examination due to exceptional circumstances beyond their control and other than their own illness or injury, or who believe that their performance in the examination will be or was seriously impaired by the same circumstances may apply for a Compassionate Pass.

6.4.2. A Compassionate Pass shall be given with the approval of the School Board of Studies or the Chair of the Senate under the same conditions (with the necessary changes) provided in Clause 6.3.2.2.

6.4.3. In considering applications for a Compassionate Pass, it is permissible to consider the effect of any exceptional circumstances beyond the student's control on the student's performance during the Academic Term.

6.4.4. The Senate may approve cases where a student's coursework mark is lower than a grade of B (as required in Clause 6.3.2.2) If recommended by the School Board of Studies.

#### **6.5. Special Examination**

6.5.1. Approval may be granted by the School Board of Studies for a student to sit a special examination in the following cases:

6.5.1.1. If the student applies to sit a special examination rather than be considered for an Aegrotat or a Compassionate Pass, subject to compliance with the same conditions (with necessary changes) as those in Clause 6.3.2.2; or

6.5.1.2. If the School Board of Studies, on the recommendation of the coordinator or lecturer of the course, may recommend the students to sit such an examination notwithstanding the fact that the students may be eligible for the award of an Aegrotat Pass or Compassionate Pass.

6.5.1.3. If a special examination is approved for a student, the coordinator or lecturer of the course shall provide a new examination paper and ensure that the questions and problems are different from but comparable to those used in the scheduled final examination.

6.5.1.4. If a student sits a special examination under the provisions of Clauses 6.3.1 or 6.4.1, that student shall not be subsequently considered for an Aegrotat or Compassionate Pass in that course during that Academic Term.

6.5.1.5. For a special examination, the student shall pay an examination fee before the examination is arranged.

6.5.1.6. The final assessment and grade of students sitting a special examination is based on both coursework and examination.

6.5.1.7. If a student is permitted to sit a special examination, the School Board of Studies in consultation with the Student Academic Services shall decide the time and place of the examination.

## **6.6. Supplementary Examination**

6.6.1. A supplementary examination may be conducted for students who have failed to attain a pass grade in the final examination (year-end for MBBS) due to:

- 6.6.1.1. A failing grade on the final exam paper but a passing grade in coursework. See MBBS programme for specific requirements;
- 6.6.1.2. Failure to appear for exams for which valid documentation is provided.
- 6.6.2. A supplementary examination will require prior approval from the Board of Studies.
- 6.6.3. There is a maximum limit of 3 supplementary exams per student for the entire duration of the programme.
- 6.6.4. Any student requesting a fourth supplementary examination will require permission from the Registrar who shall consult with the Dean. Any further attempts will require Senate endorsement.
- 6.6.5. For a supplementary examination, the student shall pay an examination fee before the examination is arranged.

## 7. Confirmation of Grades

### 7.1. Grading System

- 7.1.1. The following grading system will be used by all faculties, in awarding final grades for academic performance.

Letter Grade	Grade Points (Intervals)	Description
A+	4.5 (85-100)	Pass with High Distinction
A	4.0 (80-84)	Pass with Distinction
B+	3.5 (75-79)	Pass with High Credit
B	3.0 (65-74)	Pass with Credit
C+	2.5 (60-64)	High Pass
C	2.0 (50-59)	Pass
D	1.0 (40-49)	Work below the standard required for a pass.
E	0 (0-39)	Very weak performance or failure to complete the prescribed work.
EX	0	Indicates that the student did not sit the final examination in that course.
XX	0	Indicates that the student has neither submitted coursework nor sat the final examination in the course.
DNQ	1.0	Student received over 50 percent of total marks but did not meet other specified conditions for a pass.
R	1.5	<b>Restricted Pass</b> is awarded under certain

DP	0	prescribed conditions for a course in which a student has not passed.
AEG	Not applicable	Invalidated for dishonest practice. <b>Aegrotat Pass</b> is awarded to a student who has been prevented by illness or injury from sitting for final examination or whose performance in final examination has been seriously impaired by the student's illness or injury.
COMP	Not applicable	<b>Compassionate Pass</b> is awarded to a student who has been prevented from sitting for final examination or whose performance in final examination has been seriously impaired because of exceptional circumstances beyond the student's control other than his or her illness.
PASS	Not applicable	Competent
FAIL	Not applicable	Not Competent
S	Not applicable	Satisfactory
U	Not applicable	Unsatisfactory
I	Not applicable	Incomplete Results
IP	Not applicable	In Progress
NC	Not applicable	Not Completed
T	Not applicable	<b>Cross Credit</b> is awarded for a pass obtained for another qualification at this University or from elsewhere.

- 7.1.2. Students shall be awarded an Aegrotat or Compassionate Pass if they satisfy the conditions prescribed in these Regulations.
- 7.1.3. Students may be awarded a Restricted Pass if they satisfy the conditions under Clause 9. See restrictions for SoL and UPSM&HS in Clause 9.6.
- 7.1.4. Students who are granted an extension past the last day of lectures to complete work required for the final assessment of their course shall be awarded the provisional grade of I (Incomplete) for an undergraduate or postgraduate course assessed by coursework, of IP (In progress) for a Supervised Research Project, Thesis for a Master's degree, or a Thesis for a PhD degree. At the end of the extension, the Faculty Assessment Board shall determine a final grade.

7.1.5. Students who have not submitted their Master's or PhD Thesis or Supervised Research Project by the end of the maximum period of candidature prescribed in the regulations shall be awarded the grade of NC (Not completed).

## **7.2. Double Marking of Borderline Cases**

7.2.1. The following procedures, which shall be completed before the School Board of Studies, shall be followed in the case of students who have failed a course by not more than 2% (borderline cases):

7.2.1.1. The initial marker of the course may review all borderline cases.

7.2.1.2. If, as a result of the review by the initial marker, the student's grade has not changed to a pass grade, the Dean/Director may appoint another lecturer (appointed reviewer) from within the same school or department to review the case.

7.2.1.3. If, as a result of the review by the appointed reviewer, the student's grade has changed, the appointed reviewer may confer with the initial marker before the Dean/Director approves the change in the marks.

7.2.1.4. If the Dean/Director is the initial marker, the next most senior person in the school or department may approve the final mark.

## **7.3. Assessment Meetings**

7.3.1. There shall be an Assessment Meeting for each School/Centre convened by the Board of Studies. The Assessment Meeting shall consider the following:

7.3.1.1. Final results for approval (coursework, cut-off points, distribution of grades, etc.) and the award of appropriate grades, including the reconsideration of course grades;

7.3.1.2. The award of Aegrotat and Compassionate Passes according to Clauses 6.3 and 6.4 (relating to cases where the coursework of a student is at least a 'B' grade) for approval;

7.3.1.3. Applications for Special Examinations according to Clause 6.5 for approval;

- 7.3.1.4. Make recommendations about the award of Restricted Passes in accordance with Clause 9;
- 7.3.1.5. Make recommendations about the award of Aegrotat and Compassionate Passes, and for special examinations in accordance with Clauses 6.3, 6.4, and 6.5 (relating to cases where students' coursework grades are below a 'B' grade) to the School Board of Studies.

#### **7.4. Responsibilities of the Chair of the Senate**

##### **7.4.1. The Chair of the Senate shall:**

- 7.4.1.1. Consider recommendations from the School Board of Studies Meeting for the award of Aegrotat and Compassionate Passes, and for Special Examinations. in accordance with Clauses 6.3, 6.4, and 6.5 (relating to cases where students' coursework grades are below a 'B' grade); and
- 7.4.1.2. Consider recommendations from the School Board of Studies Meeting for the award of Restricted Passes in accordance with Clause 9.

### **8. Notification of Students' Results**

- 8.1.1. Official notification of the grades approved by the Chair of Senate shall be released to students by the Office of the Registrar within five (5) working days after the Senate endorsement. Student would have access to all examination result online.

### **9. Restricted Pass for a Completing Student**

- 9.1. Restricted Pass: A restricted pass may be awarded, on the recommendation of an examiner or by the School Board of Studies, to potentially graduating students who have passed, in their final year, all but one of the prescribed courses.
- 9.2. Where it is recommended, a restricted pass:
  - 9.2.1. Shall be awarded to a student only if the total marks for that course are five (5) marks or less than the pass mark, and
  - 9.2.2. Shall not normally be awarded in retrospect.
  - 9.2.3. A student who fails to attain the specific minimum standard of performance and participation mentioned

in the course outline shall not be considered for a Restricted Pass.

- 9.3. A restricted pass awarded in any course shall not normally permit a student to enrol in any course for which that course is a prerequisite.
- 9.4. A restricted pass awarded in any course shall not normally permit a student to be awarded a cross-credit for that course.
- 9.5. A candidate granted a restricted pass may re-enrol in the same course in an attempt to obtain a higher grade. In this case, the latter grade supersedes the restricted pass previously awarded, and the candidate will be eligible for a restricted pass in another course in the future.
- 9.6. UPSM & HS and SOL do not award restricted passes.

## **10. Reconsideration of Course Grades**

- 10.1. Students may have their grade for any course reconsidered by academic staff other than the original marker, or where this is not practicable, by the Dean/Director.
- 10.2. Applications for reconsideration of course grades shall be sent by the student on the prescribed form to the Office of the Registrar, delegate, or nominee within four weeks of the date of official release of the particular course results for on-campus courses.
- 10.3. Applications for reconsideration of course grades shall be accompanied by the prescribed fee of \$60.00 per course. Fifty percent (50%) of the fee for reconsideration of a course grade shall be refunded if, as a result of the reconsideration, the grade for the course is raised.
- 10.4. Reconsideration of a course grade shall include:
  - 10.4.1. A careful check that the total examination mark has been accurately transcribed within the weightings (% coursework vs. % final examination) previously established by the examiner;
  - 10.4.2. A careful check that each examination question and part question was read by the marker and given an appropriate mark;
  - 10.4.3. A careful remarking of each examination question and part question;

- 10.4.4. A careful check that the coursework mark has been accurately transcribed within the weightings previously established by the examiner; and.
- 10.4.5. A careful computation of the marks awarded for all coursework.
- 10.4.6. Final Examination Script Viewing: Student will need to apply to the Registrar through a prescribed form and payment of a prescribed fee of \$50 per course made within 3 weeks of the official release of the course results to view their Final Examination Script. At the Script viewing session only the applicants will be present with their student ID cards. No writing materials and mobile phones shall be allowed into the viewing venue. If a student finds any error in the addition of marks or any answers not marked, then they would be entitled to raise them with the professional staff in-charge of the viewing, who in turn will raise such concerns with the respective Head of Department to facilitate a change in mark/grade. Students will not be entitled to challenge the rationale for exam marks and it will not be an opportunity for them to compare their papers with those of others.

## **11. Completion of Programme and Graduation**

- 11.1. Students who wish to be considered for an upcoming graduation ceremony must fill in the Completion of Programme form and submit it to Student Academic Services by the University's deadline.
- 11.2. Completion of Programme forms will be assessed by the Deans/Director or its delegates against the programme requirements listed in the relevant Handbook and Calendar.
- 11.3. For credit transfers awarded from an outside institution, students must provide this information together with their Completion of Programme form to Student Academic Services for consideration in consultation with the respective Deans/Director.
- 11.4. If a student is exempted from a course requirement including a substitution by another course, this substitution/exemption must be approved by the Head of Department or Dean/Director and Registrar. The Student



Academic Services should be provided the approval when the student enrolls for that substituted course. This must be done during the course of their study.

- 11.5. Students will be informed of the status of their application via written (or email) communication from Student Academic Services.
- 11.6. Prior to receiving approval to graduate, students must ensure that all fees and penal liabilities (financial, disciplinary, etc.) are cleared.
- 11.7. Graduands will receive their certificate/testamur and one free copy of their official transcript at their approved graduation ceremony. Those who graduate in absentia can collect their certificates and transcripts within a week following the graduation ceremony.
- 11.8. Otherwise the certificates will be mailed to them.
- 11.9. The original certificate/testamur will only be awarded once. In cases where a student has lost or damaged the original certificate/testamur after it has been presented to the graduands, the student may request a re-print at a prescribed cost on the submission of relevant document.

## **12. Cross-Credit Regulations**

- 12.1. The following criteria shall govern the award of cross-credits:
  - 12.1.1. If examinations passed or credits gained elsewhere or at the University for another programme, substantially correspond with or are equivalent to, courses in a programme for which the candidate is enrolled at the University, specified cross-credits may be awarded.
  - 12.1.2. If examinations passed or credits gained elsewhere or for another programme at the University do not correspond with but are relevant to courses in a programme for which a candidate is registered at the University, a limited number of unspecified cross-credits may be awarded depending on the structure of the programme.
  - 12.1.3. Consideration shall be given to the contents of the courses for which students are applying for cross-credits and relevance of their intervening experience.

- 12.2. The award of specified or unspecified cross-credits shall be made by:
- 12.2.1. The Registrar, in consultation with appropriate Departments, up to the limit as specified by Clause 12.2.3 below.
  - 12.2.2. Senate in exceptional cases where it is deemed necessary to exceed the limit as specified by Clause 12.2.3 below.
  - 12.2.3. Normally only up to 50% of the courses in the new programme may be derived from cross-credits, ***except where internal programmes have been approved by the Senate to stair-case from a lower to a higher programme.***
- 12.3. Short courses will not be cross credited.
- 12.4. Students applying for cross-credits of courses taken outside the University shall provide all necessary information related to the course that may be required for processing their applications.
- 12.5. Students may appeal against the outcome of their applications provided that an appeal shall be lodged in writing, addressed to the Registrar, together with the receipt for payment of \$40 per appeal. The appeal shall be received by the Registrar no later than four weeks after the result of the application has been sent to the applicant. The appeal shall be considered by the Chair of Senate, whose decision shall be final.
- 12.6. Notwithstanding the provisions for cross-crediting courses to the specific programme, Senate shall review from time to time the standards and levels of cross-creditable courses in any programme.
- 12.7. For all programmes in the School of Law, candidates must submit the respective course outline(s) or equivalent document(s) from the other recognised university or institution with their cross-credit request. Cross-credits will be allowed on a case-by-case basis depending on the contents and duration of each course and must be approved by the Dean. For the LLB, cross credits cannot exceed 50% of the total number of courses required in The University of Fiji's LLB programme

- 12.8. Information on cross credits is correct at the time of publication, and any changes to course codes or descriptions will be subject to a case-by-case analysis.

### **13. Unsatisfactory Progress Regulations**

- 13.1. Satisfactory Progress is defined as the achievement of a Cumulative Grade Point Average (CGPA) of 2.0 or better in attempted courses since admission to the University, or since re-admission to the University following first suspension, or subsequent suspension.
- 13.2. Cumulative Grade Point Average (CGPA): The CGPA is the sum of the grade point of all attempted courses divided by the number of attempted courses.
- 13.3. Semester Grade Point Average (SGPA). The SGPA is the sum of the grade point of all attempted courses in a semester divided by the number of attempted courses in that Academic Term.
- 13.4. Programme Grade Point Average ('Name' GPA). The programme GPA is the sum of all grade points achieved in a particular programme divided by the number of attempted courses in that programme.
- 13.5. In the event that a student repeats a course for whatever reason, only the higher grade point shall be included in the calculation of the CGPA when analysing the student's progress in the programme.
- 13.6. Notwithstanding Clause 13.5 above, grade points in the repeated courses (regardless of whether they may be above, equal to or below the previous achievement) shall be included in the calculation of the SGPA.
- 13.7. Review of Students Making Unsatisfactory Progress: Students shall be initially assessed for satisfactory or unsatisfactory progress after they have attempted at least **six** courses. Subsequently, students shall be assessed on the basis of their CGPA at the end of each Academic Term.
- 13.8. Students who fail to maintain satisfactory progress (as defined in Clause 13.1) but have a CGPA of at least 1.5 but below 2.0, will be put on probation for one Academic Term.

- 13.9. Students who fail to maintain satisfactory progress (as defined in Clause 13.1) and have a CGPA of less than 1.5, will be suspended for one Academic Term.
- 13.10. Students who on their first probation:
  - 13.10.1. Attain a CGPA of 2.0 or better will cease to be on probation,
  - 13.10.2. Fail to attain a SGPA of 2.0 or better will be suspended for one Academic Term,
  - 13.10.3. Attain a SGPA of 2.0 or better, but have not attained a CGPA of 2.0 or better, will remain on probation for another Academic Term.
- 13.11. Students who on their second probationary academic term fail to attain both an Academic Term GPA and a cumulative GPA of 2.0, will be suspended for one Academic Term.
- 13.12. Students who do not maintain satisfactory progress (as defined in Clause 13.11 after their first suspension will be suspended for two Academic Terms.
- 13.13. Students who, after their re-admission following their second suspension, fail to make satisfactory progress (as defined in Clause 13.11) will be excluded from the University indefinitely.
- 13.14. Appeals: Students who are excluded from the University under the Unsatisfactory Progress Regulations may appeal in writing to the Registrar.
- 13.15. Appeals should be lodged within fourteen (14) days of the date of the letter from the University notifying the student about the decision. After 14 days, the Vice-Chancellor may, if in his/ her opinion there are exceptional circumstances, direct that the appeal be considered.
- 13.16. Students who wish to appeal are entitled to make a submission in writing only. This submission must clearly state the reasons why they should not be excluded from the University and include appropriate supporting documentation.
- 13.17. The Senate shall consider appeals and may confirm the suspension or exclusion, or waive it and allow the students to continue with their studies under such conditions as the Committee may consider necessary.

- 13.18. The decision of the Senate shall be final.
- 13.19. Restriction on Enrolment during Suspension or Expulsion: Students who are suspended or excluded from the University under the Unsatisfactory Progress Regulations shall not, during the period of their suspension or exclusion, be permitted to enrol in credit courses.
- 13.20. Re-admission: Students who have been suspended under these regulations and who wish to apply for re-admission to the University shall do so in writing to the Registrar at least four weeks before the beginning of a semester.

#### **14. Relief of Hardship Regulations**

- 14.1. The Vice-Chancellor may make such provision as he/she thinks fit for the relief of hardship in any case where it is shown to his/her satisfaction:
- 14.1.1. That any alteration or amendment of a University statute or regulation involving a change in a programme or examination requirements has caused hardship to a student, or
- 14.1.2. That due to a misinterpretation of a University statute or regulation relating to any programme or examination requirements by an authorised member of the University staff, a student's course is not in accordance with the relevant regulations, and the student would experience hardship if compelled to comply with the full requirements of the regulations, or
- 14.1.3. That due to a demonstrated error of the University (such as loss of an examination script or assignment, the receipt of which had been recorded by an employee or agent of the University), a student experienced hardship because the marks did not accurately reflect his or her total academic performance.
- 14.2. Students may appeal against any decision of the Vice-Chancellor to the Senate, which may make such provision as it thinks fit.

#### **Medals and Prizes Award**

## **1. Medals and Prizes Award Criteria.**

The criteria for the Medal and Prizes awards are as follows:

### **1.1. School Gold Medal Award**

1.1.1. Awarded to the most outstanding graduate who has attained cumulative Grade Point Average (GPA) of 4.0 or more in the programme which the student has completed.

1.1.2. The award would be presented by the Chancellor.

### **1.2. Discipline Gold Medal Awards**

1.2.1. Awarded to the most outstanding graduate with a cumulative GPA of 4.0 or more in the courses the student has completed in the discipline, as a major or one the majors.

1.2.2. Where there are two or more outstanding graduates in a discipline or programme, each shall be awarded.

1.2.3. The award would be presented by the Chancellor.

### **1.3. Masters Gold Medal Award**

1.3.1. For the Master awards (coursework), the GPA should be 4.0 or more in the programme which the student has completed.

1.3.2. For Masters awards (thesis), the School to submit a recommendation to the Medal and Prizes Award Committee with the examiners report and other supporting documents.

1.3.3. The award would be presented by the Chancellor.

### **1.4. Vice-Chancellor's Award**

1.4.1. Award is given to the most outstanding graduate in Bachelors programme. The graduate with the highest GPA in any Bachelor's programme would be awarded the Vice-Chancellors award.

1.4.2. The award would be presented by the Chancellor.

1.5. Graduates with cross-credited units from other Universities or Institutes will not be considered.

1.6. All Medal and Prizes Awards would be presented towards the end of the graduation ceremony.

## **2. Awarding of Gold Medal Process**

The process of awarding Medal and Prizes are as follows:

- 2.1. IT Department would generate a report on all graduates who have attained a cumulative Grade Point Average of 3.5 or more in the programme in which the students have completed, with transcripts.
- 2.2. Nominations from Schools are checked against the list generated by the IT Department.
- 2.3. Student Academic Services to convene a meeting with the Medal and Prizes Award Committee.
- 2.4. The Medal and Prizes Award Committee forwards the medal award winners names to Student Academic Services for inclusion in the graduation booklet.

## **University Tuition Fee Waiver Policy**

### **1.1. Procedure**

- 1.1.1. Students may be granted waiver by the Registrar on the following grounds but are not limited to:
  - 1.1.1.1. The student provides written notice to the University that he or she is withdrawing from the programme or course(s) through the prescribed form;
  - 1.1.1.2. Terminal illness (required to submit Medical Report);
  - 1.1.1.3. Recent bereavement (required to submit birth certification stating relation, death certificate or where necessary a statutory declaration);
  - 1.1.1.4. Natural disaster (having a direct impact on the student or their source of funding and/or support);
  - 1.1.1.5. An international student who has been refused of study permit;
  - 1.1.1.6. The University provides written notice to the student advising that the student has been dismissed from the programme.

### **1.2. Important considerations**

- 1.2.1. Tuition fee waiver applications will only be considered:
  - 1.2.1.1. For the current academic term that the student is enrolled in.

1.2.1.2. Before the examination, the period begins for the current academic term.

14.2.1.1. Students cannot apply solely on the grounds of financial hardship or from the unwillingness to access a tuition fee loan.

14.2.1.2. The notice of withdrawal is deemed to be effective from the date it is delivered.

14.2.1.3. The tuition waiver policy only applies to tuition fees.

14.2.1.4. The student needs to complete the withdrawal form and submit it with the relevant documentary evidence to the Office of the Registrar for consideration.

#### **14.3. Supporting Documents**

14.3.1. Along with the withdrawal form, students must provide supporting documents/evidence of their circumstances as required by each of the grounds above.

14.3.2. The Registrar in consultation with Executive Director Finance will make the final decision on tuition fee waiver applications.

### **Student Grievance Procedures**

#### **1. Students with grievance have the following channels of redress:**

##### **1.1. Grievances against Students**

1.1.1. Any grievance against a fellow student should be reported to your School Dean as soon as the grievance becomes one that cannot be resolved through student collegiality.

1.1.2. Upon receipt of a report, the Dean shall, upon an audience with the parties, determine whether the matter can be resolved through mediation or counselling the parties, in which case the office shall facilitate counselling promptly.

1.1.3. If the Dean determines that the matter cannot be resolved through counseling, it shall direct the grievance to the **Students' Dispute and Adjudicating Committee**.

1.1.4. If the student remains unsatisfied with the decision of the Students' Dispute and Adjudicating



Committee, the student may lodge an appeal to the **Students' Dispute and Adjudicating Appeals Committee.**

1.2. Grievances against Academic staff

- 1.2.1. Any programme related grievance including grievances on alleged unfairness in assessment should be raised immediately with the Head of the Department.
- 1.2.2. If the student feels uncomfortable in raising the matter with the Head of the Department directly, the student may seek the company of the Student Association representative in raising this grievance.
- 1.2.3. If discussing the matter with the Head of Department does not resolve the grievance, the student must take the matter up with the College Dean, who shall ensure that the aggrieved student is given a fair opportunity to present his/her case, and that a fair decision is made.
- 1.2.4. If the student remains unsatisfied with the decision of the Dean, the student may appeal to the Office of the Vice-Chancellor who may refer the matter to the **Students' Dispute and Adjudicating Committee** for its consideration.
- 1.2.5. If the student remains unsatisfied with the decision of the Students' Dispute and Adjudicating Committee, the student may lodge an appeal to the **Students' Dispute and Adjudicating Appeals Committee which shall be final.**
- 1.2.6. In exceptional circumstances, and on the matter of urgency in decision-making, the student may appeal to the Office of the Vice-Chancellor, for his/her urgent consideration.

1.3. Grievances against Professional/ Professional related staff

- 1.3.1. Any grievance against a staff other than the academic staff should be raised immediately with the respective Supervisor.
- 1.3.2. If discussing the matter with the staff member's Supervisor does not resolve the grievance, the matter shall be referred to the Director or Head of

the Section responsible for the staff member, who shall ensure that the aggrieved student is given a fair opportunity to present his/her case, and that a fair decision is made.

- 1.3.3. If the student remains unsatisfied with the decision of the Director or Head of Section, the student may appeal to the Office of the Vice Chancellor who may refer the matter to the **Students' Dispute and Adjudicating Committee** for its consideration.
- 1.3.4. If the student remains unsatisfied with the decision of the **Students' Dispute and Adjudicating Committee**, the student may lodge an appeal to the **Students' Dispute and Adjudicating Appeals Committee**.
- 1.3.5. In exceptional circumstances, and on the matter of urgency in decision-making, a student may appeal against the decision of the Director or Section Head to the Vice Chancellor, for his/her urgent consideration.

#### 1.4. All Other Grievances regarding Service

- 1.4.1. Grievances other than those relating to students and staff of the university shall be raised with the relevant Section Heads, such as the Deans, Directors, University Librarian and Registrar.
- 1.4.2. If the student feels uncomfortable in raising the matter with the Section Head directly, the student may seek the company of the Student Association representative.
- 1.4.3. The following are the Section Heads that deal with various matters:
  - 1.4.3.1. All matters concerning fees, fines, charges, properties, assets, facilities, grants, procurement, security, accommodation of facilities in various districts, and commercial entities: Executive Director Finance, Planning and Development.
  - 1.4.3.2. All matters concerning ITS: Manager IT Services.
  - 1.4.3.3. All matters concerning Library: University Librarian.

- 1.4.3.4. All matters concerning academic management: the respective Dean.
  - 1.4.3.5. All matters concerning student life at the University and all grievances not listed above: Registrar.
- 1.5. A student shall be deemed to have committed a serious disciplinary offence if he/she does not follow the grievance procedure as stated in this policy.
- 1.6. Any airing of a student's grievance by the student or by his/her representative, or by someone the student has prompted to do so, in any audience outside the University prior to the grievance being reported to or addressed through the channels provided in this policy, would comprise a case of gross misconduct.

## **REGULATIONS GOVERNING ACADEMIC MISCONDUCT**

### **1. What is Academic Misconduct?**

- 1.1. Academic misconduct occurs when a student uses dishonest practices (such as cheating or plagiarism) in carrying out academic work (coursework, assignments or examinations). Minor academic offences are dealt with by the School. Serious cases are referred by the School to the Student Disputes and Adjudicating Committee which reports to Senate.
- 1.2. All written work submitted for a course, except for acknowledged quotations, must be expressed in the student's own words, with proper referencing of borrowed ideas. Students must not submit coursework that has been completed dishonestly using any of the dishonest practices described below.
- 1.3. Where a member of academic staff has reasonable grounds to believe that a student is guilty of academic dishonesty in coursework, assignments, research theses or examinations, the penalties detailed in Clause 3.0 below may be imposed.
- 1.4. Academic Dishonesty includes plagiarism, collusion and cheating when preparing coursework, assignments or research theses, or sitting an examination.

## **1.5. Plagiarism**

**1.5.1.**Plagiarism means copying another person's creative work and using it as one's own without explicitly giving credit to the original creator. Work copied without acknowledgement from a book, from another student's work, from the internet or from any other source is plagiarism. Plagiarism includes the following:

**1.5.1.1.**Copying published or unpublished words of another writer without acknowledging the source using acceptable reference citation methods. Thus, to 'cut and paste' from internet sources or 'lift' sentences, ideas and sections from textual sources qualifies as plagiarism.

**1.5.1.2.**Paraphrasing content and ideas without proper acknowledgement of the source.

**1.5.1.3.**The use of images, diagrams, photographs and material from blogs and social networks, without acknowledgement.

**1.5.1.4.**Copying part or all of another student's assignment. In this situation, 'student assignment' refers to a piece of academic work submitted for assessment purposes for any course in any year and at any educational institution.

## **1.5.2. Collusion**

**1.5.2.1.**Collusion means working with someone else to deceive or mislead to gain an unfair academic advantage. It includes:

**1.5.2.1.1.**Submission of a paper that has been written by an author other than the author credited for that piece of writing. This includes the use of paid services of a student, or any other person that has been solicited for that purpose.

**1.5.2.1.2.**Facilitating or enabling another student to plagiarise in any way.

## **1.5.3. Cheating**

**1.5.3.1.**Cheating involves acting in any way that directly contradicts the explicit rules and guiding principles of that form of assessment. It applies to

any form of examination including short tests, quizzes and final examinations.

**1.5.3.2. Cheating includes (inter alia):**

- 1.5.3.2.1.** Doing anything to gain an unfair or illicit academic advantage in an examination;
- 1.5.3.2.2.** Possessing, referring to or having access to any material, including the internet 'crib' notes or a device (including cell phones) containing information directly or indirectly related to the subject matter other than what is explicitly approved for examination purposes;
- 1.5.3.2.3.** Using a cell phone (or any other electronic device) to communicate with any other student or person inside or outside the examination venue;
- 1.5.3.2.4.** Copying from another student in a test or examination;
- 1.5.3.2.5.** Enabling another student to cheat in a test or examination;
- 1.5.3.2.6.** Soliciting a person to sit a test or final examination in place of the student enrolled;
- 1.5.3.2.7.** Sitting a test or final examination in the place of another student;
- 1.5.3.2.8.** Manipulating scores in tests, examinations or any other form of assessment; or
- 1.5.3.2.9.** Enabling another student in any or a combination of any of the above.

**2. Procedures for Dealing with Academic Misconduct**

**2.1. Plagiarism or Collusion**

- 2.1.1.** When a marker finds a student has plagiarised or colluded, the relevant piece of academic work **MUST** be brought to the attention of the course coordinator concerned.
- 2.1.2.** The course coordinator will try to locate the plagiarised sources. If satisfied that the student has plagiarised, the course coordinator will collect the evidence of the breach for record purposes and submit the evidence at the earliest opportunity to the relevant Dean. It will include a copy of the academic work and a list of

sources, page numbers and/or copies of the plagiarised sources.

**2.1.3.** The student will be notified by the Dean and issued with an official letter stating the allegations and giving them an opportunity to present their case.

**2.1.4.** If the Dean is satisfied that the student engaged in such conduct, the Dean may implement a penalty according to the provisions of Clause 3.0 (below).

## **2.2. Mandatory use of Turnitin – plagiarism detection software**

**2.2.1.** Students are required to submit all written work through Turnitin via Moodle online to check their work for originality and to ensure that appropriate referencing and citations are used. Turnitin currently accepts the following file types for upload:

**2.2.1.1.** Microsoft Word™ (DOC and DOCX),

**2.2.1.2.** Corel WordPerfect®,

**2.2.1.3.** HTML,

**2.2.1.4.** Adobe PostScript®,

**2.2.1.5.** Plain text (TXT), Rich Text Format (RTF),

**2.2.1.6.** Portable Document Format (PDF), and

**2.2.1.7.** Microsoft PowerPoint (PPT, PPTX, and PPS).

**2.2.2.** Students are actively encouraged to use Turnitin to check drafts of their written work to improve their writing and guard against unintentional plagiarism. Submitting other students' work is strictly not allowed.

**2.2.3.** All Turnitin reports will be reviewed. A score of 20% or more on Turnitin will trigger a discussion between the course coordinator and student with consequences if plagiarism is proven. In some cases work with a score of 20% or less can still contain significantly plagiarised content, e.g., 10-15% from one source, to which penalties will apply if proven.

## **2.3. Cheating**

**2.3.1.** Every effort must be made to ensure that an acceptable test, examination and assessment environment is provided for such tasks. This includes an uncrowded adequate seating arrangement and test supervision.

- 2.3.2. A student who is found in breach of the rules and regulations of the assessment task assigned shall be answerable initially to the coordinator of the course.
- 2.3.3. In the case of cheating in examinations, the supervisor of the examination shall at the point of discovery or suspicion:
  - 2.3.3.1. Have the illicit material and/or devices confiscated for the duration of the examination; and
  - 2.3.3.2. Have the partially-completed script confiscated and be given a fresh answer booklet; and/or
  - 2.3.3.3. Require the student to move to a different desk; and require the student, at the end of the examination, to accompany the supervisor to the Coordinator of the course; and
  - 2.3.3.4. Be reported to the Dean, Registrar and Vice-Chancellor, their delegate, or nominee once the Coordinator of the course has undertaken an investigation of the suspicious conduct by the student.
- 2.3.4. A proven case of cheating will be penalised according to the schedule in Clause 3.0 below.

### **3. Penalties for Academic Misconduct**

- 3.1. Any case of academic misconduct will be reported in writing by the course coordinator to the Dean.
- 3.2. The penalties imposed for proven cases of misconduct vary. Based on the seriousness of the case, the penalties include, but are not limited to:
  - 3.2.1. A written reprimand of the student from the Dean.
  - 3.2.2. A requirement that the student complete additional work, or repeat work, for the course.
  - 3.2.3. Deprivation of credit for a course or for a component of assessment related to the academic misconduct, by the relevant Dean.
  - 3.2.4. Cancellation of any previously-credited pass in a course associated with the offence, by the relevant Dean.
- 3.3. . Significant and repeat offences will be referred to the University's Disputes and Adjudicating Committee, which can:
  - 3.3.1. Impose a fine not exceeding \$500FJD; and/or

- 3.3.2.** Prohibit the student from using any of the University's library and computing network facilities for a period not exceeding twenty-eight days; and/or
- 3.3.3.** Recommend to the Vice-Chancellor that a student's enrolment be suspended for any period and on terms considered necessary by the Committee; and/or
- 3.3.4.** Recommend to the Vice-Chancellor that the student's enrolment be terminated, i.e. expulsion from the University

## **REGULATIONS GOVERNING COPYRIGHT**

The University of Fiji has a legal obligation to ensure that all University staff are copyright compliant. All staff must ensure that they are copyright compliant when using third party copyright material. As most course materials are prepared in Fiji, these Guidelines are based on the Fiji Copyright Act 1999.

### **1.1. What is Copying?**

- 1.1.1.** Copying means reproducing or recording a work in any material form and includes storing (literary, dramatic, musical, or artistic works) in any medium by any means (e.g., CD Rom, DVD, computer). It does not include communicating the work or making it available online electronically, on an intranet or through Moodle.
- 1.1.2.** When copying from a copyright work it is important to make an accurate copy of the original. It should not be adapted or reformatted as this will infringe the rights of the author or the rights of the publisher in the typography of the work.
- 1.1.3.** Copyright material can be freely used to set and answer questions for examination purposes and can be communicated online to candidates.

### **1.2. Copyright Compliance Procedures:**

- 1.2.1.** Staff should provide a full bibliographic list of all collections of readings that are copied and provided for students at the beginning of the course book or reader in which they are contained. This should include the title of the work, the author and publisher, the country and year in which it was published, the ISBN (where possible),



the pages copied and the number of pages in the work. While material copied for “criticism or review” does not need to be included in the bibliographic list of readings, it must be acknowledged in the course materials.

- 1.2.2.** A notice should be provided indicating that the copy was made under the provisions of the Fiji Copyright Act 1999 or under license from rights holders or their agents. The notice must also state that the material may not be copied further without appropriate authority.
- 1.2.3.** If the copyright owner has indicated that the material can be freely copied for non-commercial or educational purposes, this should be indicated on the bibliography list provided in the course pack or reader. Similarly, if specific authority has been obtained to copy beyond the provisions of the Copyright Act, then this should be indicated:
  - 1.2.3.1.** CC – Creative Commons;
  - 1.2.3.2.** CL - Copied under license;
  - 1.2.3.3.** OA – Open Access;
  - 1.2.3.4.** PD – Public Domain.
- 1.2.4.** Any copying or use of copyright works beyond these procedures must be cleared through the University of Fiji Copyright authority.